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PERSONNEL DIRECTOR MEMORANDUM NO. #53

SUBJECT: Register

*of Divisions + Staff Chiefs and Deputy Chiefs*

1. There has been established in the Personnel Director's Office a Register for Division and Staff Chiefs and Deputy Chiefs. This Register is to be used to record all periods of absence of such individuals. Spaces are provided for the individual's name, the inclusive dates of the absence, the address(es) and telephone number(s) at which the individual can be reached during his absence and the reason for absence(~~annual or sick leave, TDY, etc.~~).

2. It will be the personal responsibility of each individual to see that the required information is entered in the Register as soon as he has knowledge of and approval for such absence and the inclusive dates thereof.

  
George E. Meloon

STATINTL